

2016 West Virginia Small Business Week Awards

Nomination Package Checklist

Nominations must be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located, be typewritten on one side of 8 1/2" x 11" white stationery, collated, and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. Please continue to the Template on page two.

1. A single cover page.
2. A completed background form - [SBA Form 3300](#) (or at <http://awards.sba.gov>).
3. Nomination letter, to include a concise statement of the qualities and performance meriting the award.
4. Nominee bio.
5. A business profile that includes a description of the nominee's business and information to support the evaluation/selection criteria.
6. Completed financial matrix.
7. Additional supporting documentation deemed significant by the nominator.
8. An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 DPI.

This information is for West Virginia District Office Small Business Week Award nominations. Information on National Small Business Week Award nominations can be found at <http://awards.sba.gov>.

National Award categories include Small Business Person of the Year and Exporter of the Year. Other additional specialized National Small Business Week Award categories can be found at <http://awards.sba.gov>.

Cover Page

Nominee Information	
Full Name	
Title	
Business Address	
Home Address	
Day Contact Phone	
Mobile Phone	
Email Address	
Website	

Select Award Nomination Category			
	WV Young Entrepreneur of the Year		WV Veteran-Owned Small Business of the Year
	WV Encore Entrepreneur of the Year		WV Woman-Owned Small Business of the Year
	WV Family-Owned Small Business of the Year		WV Small Business Champion of the Year
	WV Minority-Owned Small Business of the Year		

Nominator Information	
Full Name	
Title	
Business	
Business Address	
Day Contact Phone	
Mobile Phone	
Email Address	

Type(s) of SBA assistance received (if applicable)

One paragraph description of nominee's business

Award Nomination Form

A completed background form - [SBA Form 3300](http://awards.sba.gov) (can be found at <http://awards.sba.gov>).
For “team” nominations, a background form is required for each team member.

Nomination Letter

If applicable a nomination letter, to include a concise statement of the qualities and performance meriting the award, not to exceed one page.

The nominator's name, title, place of business, business address, telephone number and e-mail address must be included.

Biography of Nominee

A biography of the nominee, not to exceed one page.

For “team” nominations, a biography is required for each team member.

Business Profile

A business profile that includes a description of the nominee's business and information to support the evaluation/selection criteria.

The nominee is encouraged to copy and paste the evaluation/selection criteria and provide supporting information directly under each topic.

There is no page limit on this section.

Financial Matrix

**Not needed for Small Champion of the Year*

Financial Summary			
Year	FY 2012	FY 2013	FY 2014
Number of Employees			
Total Sales			
Net Profit (Before Tax)			
Total Assets			
Total Liabilities			
Net Worth			

Supporting Documentation

Additional supporting documentation deemed significant by the nominator (including news clips, letters of recommendation and other evidence of the appropriateness of the nomination).

Supporting documentation must not exceed 10 pages.

Videos will not be considered.

Nominee Photos

An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi.

Photocopies are not acceptable.

For "team" nominations, a photo is required for each team member.